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UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

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No. 052

Job vacancy

June 6, 2006

OPEN TO: All Colombian Citizens

POSITION: WAREHOUSE HELPER
(0011857C3)

OPENING DATE: Tuesday June 6, 2006

CLOSING DATE: Tuesday June 20, 2006

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-2 Col. Ps. \$9,738,817.00-
Col.Ps.\$15,582,109.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 5:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”.

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 22 D-45
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Warehouse Helper.

BASIC FUNCTION OF POSITION

This position is located in the Executive Office, USAID/Bogota. The primary purpose of this position is to give support to the USAID warehouse storekeeper in all warehouse activities such as receiving, storing and deliver nonexpendable property (NXP) and expendable supplies (EXP), both operating expense (OE) and program. As requested by the supervisor, this position helps filling warehouse documents such as transfers and organizing the requests for supplies, furniture, appliances and equipment for offices and residences. This position requires being knowledgeable in operating forklifts and elevators and requires experience in driving a 2-3 Ton truck. Helps in all moves loading and unloading material and placing it in a proper way, avoiding hazard to furniture while driving. The incumbent is responsible for the cleaning and maintenance of the vehicle and other warehouse equipment. He/she works as a handy person performing minor repairs and maintenance to furniture, furnishings and appliances and at the warehouse, USAID office or USAID apartments. This position helps perform inventories of NXP and EXP and the annual inventory in offices and residences. He/she gives support in the disposal of property and assists in other assigned duties such as deliveries and photocopies.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Incorporates the Five Core Values of the Mission into his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing diversity.
- B. Helps his/her supervisor in receiving local and international shipments supplies. Unpacks all non-expendable property (NXP), furniture, appliances, household furnishings and equipment, identifying each item and noting condition. Checks items and if there are no problems, puts a bar code label on each. Repacks property which is not to be issued right away and stores NXP on shelves and in spaces on various floors of the three-store Warehouse. This position is responsible for the safe use of hand and/or battery-operated forklifts. As directed, he/she storages items in its placement.
- C. Helps receive, store and deliver all EXP supplies for the Mission. Helps to prepare requests for purchase of items which are out of stock and is able to check the Bar-Scan system for availability of materials at the warehouse when required. Also stores records brought to the warehouse in accordance with records maintenance and disposal procedures in Section 202 of the Automated Directives System.
- D. Helps to ensure that residences are ready and clean prior to arrival of U.S. Staff. Helps to deliver and pick up all furniture, appliances and furnishings to and from the warehouse and residences. Ensures that all appliances are connected and working correctly. He/she helps to organize the welcome kit items based on the size of the family that will occupy the apartment, and return it to the warehouse two weeks after the arrival of the household effects of the employee.
- E. Assists in performing spot checks and annual inventories of EXP and NXP, tools, welcome kits, representational items and equipment using the Bar Scan readers. In the disposal of Property, this position helps organizing items in lots and preparing inventory list of property to be sold.
- F. Is responsible for driving the Mission's truck and its cleaning and maintenance as well as the maintenance of other warehouse equipment. Informs when an item needs to be repaired, contacts his/her supervisor to inform the type of maintenance needed.
- G. As warehouse helper he/she has to be aware and abide by the industrial safety measures and security measures in the working area and performs other miscellaneous related duties as assigned.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

Completion of secondary school is required.

b. Prior Work Experience:

From three to four years of progressively responsible experience in clerical and warehousing operations is required, and two to three years of truck-driving skills are required.

c. Language Proficiency:

Level I (Basic knowledge) English ability is required. Must be Level III in Spanish.

d. Knowledge:

Must have knowledge of general warehousing functions, including stock and record control forms and records, and inventory records. Must have knowledge of storage techniques, and general knowledge of materials packing and shipping requirements.

e. Abilities and Skills:

Ability to drive a truck and use hand operated and battery-operated fork lifts and other equipment to store, delivery and dispose of USAID property. Must have ability to work with both local and American staff; be polite and tactful with employees and their families. The incumbent must have a Colombian driver license, fifth (5th) category. Ability to maintain in perfect order and clean conditions the work place and the residences when performing duties there.

SELECTION CRITERIA

30 points: Demonstrated work experience in warehouse operations.

25 points: Demonstrated experience in truck driving and handling of warehouse equipment.

25 points: Strong interpersonal skills. Demonstrated ability to update and maintain inventory records.

20 points: Evidence of strong skills to organize work assignments and to maintain workplace in perfect order.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY JUNE 20, 2006

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

RESUMEN EN ESPAÑOL

FUNCIONES BASICAS DE LA POSICIÓN

Esta posición esta ubicada en la oficina ejecutiva de la USAID. La función principal de esta posición es dar apoyo en todas las actividades operacionales de la bodega de la Misión, como es recibir, almacenar y despachar bienes muebles y suministros de oficina. Ayuda a diligenciar formatos de ingreso y entrega de materiales. El candidato debe tener experiencia en el manejo de montacargas, equipos de bodega y camiones de 2-3 toneladas. Ayuda en el amoblamiento de las residencias asignadas a la Misión y es responsable por el correcto manejo de la propiedad previendo cualquier daño que se pueda causar en su manipulación. Esta posición es responsable por el mantenimiento de los vehículos asignados a la bodega, al igual que del mantenimiento y aseo de los otros equipos de carga y de la bodega en general. El candidato colabora en el mantenimiento preventivo y arreglos menores de la propiedad de la Misión tanto en las residencias, como

en las oficinas y bodega. Esta posición da apoyo en la toma de inventarios físicos anuales y en las subastas en que la Misión participe.

PRINCIPALES DEBERES Y RESPONSABILIDADES

1. Ayuda al Supervisor de la bodega en el recibo de las compras y despachos nacionales e internacionales de materiales y equipos. Ayuda en el desempaque y revisión de los bienes recibidos y si están en buenas condiciones, se ingresa al inventario poniendo el código de barras respectivo. Es responsable por ubicar y acomodar los bienes en la bodega de acuerdo con las instrucciones del Supervisor.
2. Ayuda a recibir, almacenar y entregar los suministros de oficina de la Misión. Ayuda a preparar solicitudes de compra de suministros que no hay en inventario. Debe tener habilidad para chequear en el sistema electrónico de “Bar-Scan” disponibilidad de materiales en caso necesario.
3. Ayuda a que las residencias asignadas a los funcionarios Americanos estén listas y limpias con anterioridad a su llegada. Ayuda a entregar y recoger muebles, electrodomésticos y menaje desde y hasta la bodega y las residencias. Se asegura que todos los aparatos estén conectados y funcionando bien.
4. Ayuda a realizar revisiones e inventarios anuales de los bienes de propiedad de la Misión.
5. Es responsable de manejar el camión de la Misión y de su limpieza y mantenimiento así como del mantenimiento de los otros equipos de la bodega. Informa cuando algún bien necesita reparación. Usando montacargas y otros equipos de bodega se asegura de que la mercancía sea almacenada apropiadamente.
6. Como ayudante de bodega debe cumplir con las normas de seguridad industrial en el lugar de trabajo.

REQUISITOS MINIMOS

NOTA: Los candidatos que no reúnan los mínimos requisitos no serán considerados.

- a. Educación: Bachillerato completo.
- b. Experiencia: De tres a cuatro años de experiencia como almacenista o en un área que se relacione y de dos a tres años de experiencia como conductor.

- c. Conocimientos: Conocimiento general sobre funcionamiento de bodegas, inventarios, técnicas de almacenamiento y empaque de materiales.
- d. Habilidades: Habilidad para manejar un camión y operar montacargas. Ser amable y cortes en el trato con los empleados colombianos, los americanos y sus familias. Tener licencia de conducción vigente categoría 5. Capacidad para mantener en perfecto orden el sitio de trabajo y las residencias de los americanos.